

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children Services**

**Job Ref Number: 5141**

**Service Area: Youth Offending**

**Grade: G7**

**Job Title: Youth Offending Team Worker**

### **PURPOSE OF JOB:**

Contribute to the delivery of services within the Youth Offending Service. Assist, as appropriate, with:

- Providing an integrated approach to performance management, quality standards and service delivery within Youth Justice
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate

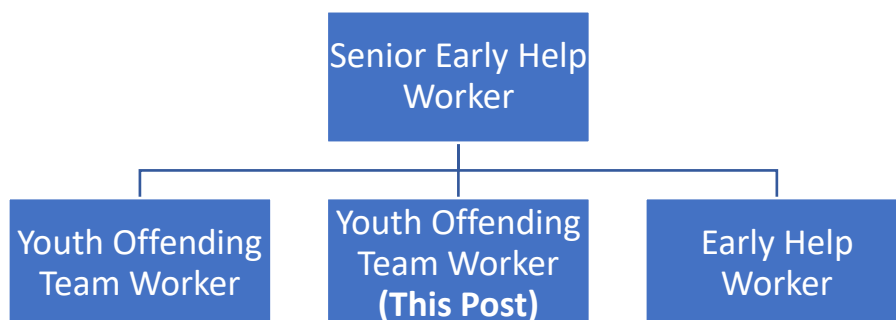
The primary aims of the role are to reduce re-offending, effectively safeguard and prevent offending by children and young people in Lincolnshire. To reduce first time entrants into the Criminal Justice System by preventing Offending and anti -social behaviour by young people aged 8-18.

The post holder will work within the policies, practices and procedures of the Youth Offending Service and the Youth Justice Board for England and Wales to meet the designated service objectives and targets

To be responsible for the management of both a statutory and non-statutory caseload and assess the needs of young people at risk of offending and then offer high quality interventions.

To work with the parents and carers of young people at risk of offending to support them in achieving positive outcomes for young people

### **TEAM STRUCTURE:**



MAIN DUTIES:	
1	<p>The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p> <ul style="list-style-type: none"> <li>• Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.</li> <li>• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working</li> <li>• Maximising the impact of resources and value for money to achieve improved outcomes for the Council</li> <li>• Ensure effective performance management to deliver outcomes in line with service delivery contracts</li> <li>• Provide expert advice and guidance as appropriate for own area of expertise.</li> <li>• Deliver a personal portfolio of projects and/or specific work</li> <li>• Demonstration of the Council's Core Abilities (at the relevant level)</li> </ul> <p>-Personal Leadership          -Being Future Focused          -Political and Commercial Astuteness          -Supporting a High Performing and Flexible Workforce          -Drive for Results</p>
2	To case manage and supervise cases who are assessed up to and including medium ROSH and Vulnerability by Asset (high, medium and low risk of reoffending, harm to others and vulnerability) statutory criminal court orders and non-statutory prevention cases.
3	To undertake Review and End Assets assessments for statutory criminal Court cases and non-statutory prevention cases. To compile intervention plans based on assessments and coordinate delivery of intervention programmes in respect of young people assessed up to an including medium ROSH and vulnerability by Asset (who have been assessed medium and low risk of reoffending, harm to others and vulnerability, and low, medium and high risk of reoffending)
4	To case manage and supervise young people assessed up to and including medium ROSH and vulnerability asset who are subject to DTOs. This will include liaison with custodial facilities / YJB placements team /parole board to ensure effective sentence plans, reviews, incorporating safeguarding issues and enabling the smooth transition to community supervision.
5	To engage with and support young people identified as being at risk of entering the criminal justice system, in order to prevent progression into criminal activity, or continuance of anti-social behaviour, in support of the YJB targets of reducing first time entrants into the criminal justice system and also reoffending.
6	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements. Ensure Council resources are optimised and utilised effectively and efficiently.
7	To identify and assess all young people who are within the NEET (Not in Education, Employment or Training) cohort. To facilitate, co-ordinate and signpost support with all relevant agencies for young people excluded from school or at risk of exclusion. To make referrals to specialist training providers and ensure the delivery of statutory services for young people of school age and with special educational needs (SEND). To swiftly intervene and trigger the escalation to relevant partners where such needs are unmet.
8	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
9	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectation
10	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
11	Create a positive image of the County Council as an employee. To develop and deliver presentations to promote the work of the Youth Offending Service and share best practice within the community and partner agencies.

12	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
13	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
14	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
15	To act as the Youth Offending Service Court Duty Officer within Youth courts in Lincolnshire and attend emergency courts when required including mandatory participation in Saturday and bank holiday court rotas. To prepare and present 'same day' stand down reports to the youth court within the timescales prescribed in national standards and in accordance with Lincolnshire Youth Justice Service agreement with the courts. These will not include PSRs.
16	To act as Area Youth Offending Team office duty worker dealing with emergency issues, enquiries and assuming a gate keeping role for appropriate adult requests from the Police.
17	In line with national and local remand management practice, to complete bail assessments, present bail supervision reports and plans to the courts as an alternative to remands into Youth Detention Accommodation (YDA) or remand to Local Authority Accommodation (LAA) on young people who have been assessed up to and including medium ROSH and Vulnerability by Asset.
18	To undertake Initial, Review and End assessments with young people aged 8 -18 at risk of entering the criminal justice system. Using a recognised risk assessment tool to identify risk factors associated with offending, and positive factors that might be strengthened to reduce risk; to liaise with parents/carers to inform this assessment
19	Where required to fully assess young people being considered for any designated out of court disposal and when necessary prepare and deliver interventions as part of that disposal
20	To actively engage with the parents and carers of young people at risk of offending to support them in achieving positive outcomes for young people To identify, refer and facilitate access to all available parenting support where appropriate. To co-ordinate the delivery of parenting interventions in both voluntary and statutory frameworks. Work with all delivery partners through training and partnership networks to create a culture where all agencies give strong and consistent messages that <ul style="list-style-type: none"> <li>-parents/carers are valued partners</li> <li>-parents are the most important influence on their child's future</li> <li>-every parent will need support at some point in their child's life and that parenting provision is key to tackling criminal and anti-social behaviour.</li> </ul>
21	To robustly pursue enforcement action in respect of statutory criminal orders, initiate breach proceedings in youth courts in accordance with National Standards, national 'end to end' enforcement targets and Lincolnshire Criminal Justice Board output targets.
22	To maintain accurate case records on the Child View case management system and provide statistical and case management information for use in monitoring the Youth Justice System in Lincolnshire and assessing the performance of the Youth Offending Service against a range of national targets.
23	To participate in regular supervision and appraisal with line manager and to take part in area and county team meetings, Youth Offending Service development programmes and all other training as and when directed.
24	The post holder will be expected to work outside of normal office hours as required including weekends, this will include the Saturday and Bank holiday. The post holder will be expected to relocate to other office location as workload dictates across the county court rotas.
25	To lead and participate in the delivery of interventions as required within both schools and academies as part of a preventative strategy and within the Lincolnshire YOS Junior Attendance Centre including work on a 1:1 basis and supporting group work delivery.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
To have insight and working knowledge of the Criminal Justice system, a wide range of legislation, policies and procedures in order to effectively support and work with children to achieve positive outcomes and reduce re offending.	A/I	X	
Practitioners must have the ability and confidence to apply this working knowledge and specialist skills in the courts and other settings in order to offer professional advice to the courts and to liaise effectively with other court users and agency representatives	A/I	X	
Ability to advocate, negotiate, and challenge on behalf of young people and their families in a variety of settings for e.g. in the court arena and when accessing resources.	A/I	X	
Confidence in communicating with young people and adaptable interpersonal skills, patience and understanding compatible with the needs of all young people in order that young people and their families receive the right support, guidance and you reach them in a way which is effective for the individual.	A/I	X	
Ability to act as case manager with full responsibility for the day-to-day implementation and coordination of intervention plan delivery.	A/I	X	
In undertaking assessments and interventions, YOT staff are expected to draw on an in depth level of knowledge, experience and skills	A/I	X	
To be a key team player and work closely with staff members and specialist workers from other agencies, local authorities and organisations.	A/I	X	
Proficient information and IT skills to enable effective communication with internal and external agencies, production of reports for the courts and to maintain electronic case files using the Youth Offending Service management information system.	A/I	X	
Current driving licence and the ability to travel across the county.	A	X	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.